

TENNESSEE MUSIC EDUCATION ASSOCIATION

TO: MUSIC INDUSTRY & COLLEGE EXHIBITORS

FROM: Jo Ann Hood
Exhibits Chairperson

RE: TENNESSEE MUSIC EDUCATION ASSOCIATION
STATE MUSIC CONFERENCE
APRIL 11-14, 2012
Chattanooga Marriott at the Convention Center
2 Carter Plaza
Chattanooga, TN 37402
423-756-0002

The Tennessee Music Education Association is pleased to invite your company to exhibit at the 2012 Tennessee Music Education Association State Music Conference. The conference will be held in Chattanooga, Tennessee April 11 through April 14, 2012 at the Chattanooga Marriott and Convention Center. The plans for the 2012 conference are well under way and should prove to be an exciting event. Membership in TNMEA is composed of more than 1200 teachers of band, orchestra, chorus, general music, and piano for elementary through college level students. We average 600 – 800 registered participants at the conference.

FOR YOUR INFORMATION:

1. Exhibits will be open Thursday, April 12 and Friday, April 13. The exhibits will be located in Exhibit Hall B.

2. **Tentative** exhibit schedule will be as follows:

Wednesday, April 11, 2012

4:00 p.m. – 8:00 p.m. – Exhibitor move in

Thursday, April 12, 2012

7:00 – 9:00 a.m. – Exhibitor move in

9:00 a.m. – Exhibits open (Grand Opening ceremony time will be announced once schedule is set)

5:00 p.m. – Exhibits will close

Friday, April 13, 2012

9:00 a.m. – Exhibits open (mini concerts will be performed)

3:00 p.m. – Exhibits will close

Tear down will be from 3:00 p.m. until 6:00 p.m.

3. There will be times scheduled for exhibit visitation in the conference program.

4. The College Fair schedule will be announced later. The All-State students will be scheduled to visit the exhibit area in two groups, instrumental and vocal, and will have the opportunity to visit the college booths as well as all of the exhibits. The students will also receive a card to have signed by the colleges they visit. The signed cards will be placed in a barrel and drawn for cash prizes. There will be a percentage of signatures required to be eligible for the drawing.
5. College exhibitors will receive four name tags per booth. Additional workers will have to pay conference registration.
6. Door prizes donated by exhibitors will be awarded throughout the exhibit hours on April 12 and 13. Attendees will have a card to have exhibitors sign to be eligible for cash prizes and door prizes. We hope this will encourage more traffic in the exhibit hall. ***Be sure to mark the box on the contract if you wish to donate a door prize. Door prizes should be turned in at check in.***
7. There will be 24 hour security (4:00 p.m. April 11 – 6:00 p.m. April 13, 2012).
8. Mini Concerts will be performed during the exhibit hours as well as at the Grand Opening.

BOOTH PRICES AND DEPOSITS

	<u>PRICE</u>	<u>DEPOSIT</u>	<u>FINAL PAYMENT</u>
ONE BOOTH	\$350.00	\$175.00	\$175.00
TWO BOOTHS	\$500.00	\$250.00	\$250.00
THREE BOOTHS	\$650.00	\$325.00	\$325.00
FOUR BOOTHS	\$800.00	\$400.00	\$400.00

IF YOU CHOOSE TO DISPLAY:

1. Fill out, copy, and return the exhibit contract along with the deposit by February 15, 2012. Be sure to sign the liability clause on the contract. Keep a copy for your records. The final payment will be due by March 15, 2012. I will e-mail a confirmation upon receipt of your contract
2. The decorating company is the Geo. E. Fern Co. They will send you a service packet with information regarding additional services and applicable fees. **You do not need your booth number to place your order.** I will furnish the decorator a list of booth numbers.
3. Please mail one copy of the contract and deposit immediately. ***Booths will be assigned in the order in which contracts and deposits are received.***

I hope you will choose to exhibit at the 2012 TNMEA State Music Conference. We appreciate your support and will make every effort to insure a positive and productive experience for all.

If I may assist you in any way, please contact me:

HOME:

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